

MOVE NOTICE

Name: _____
Current Location: _____
New Location: _____
Move Date: _____



Your Responsibilities: Because of the complexity of this project, it is critical that we have your full cooperation in preparing for the installation. You are responsible for packing all items which are on top of your worksurfaces, shelves, in your pencil drawers and on the floor. You should be packed and ready to relocate by 8 a.m. on the day of your move. The box, computer and telephone moves may not occur at the same time. These moves, however, will be completed your move day.

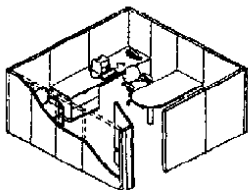
Personal Belongings: Any loose items located in your cubicle need to be boxed. If you have valuables, breakable items, or items which cannot be boxed (i.e. photographs, personal plants, etc.), you will need to remove them from your cubicles.

Computer Equipment: You will be responsible for "powering down" your own computer. Orange Labels will be provided for you to tag all hardware being relocated (i.e.: monitor, CPU, keyboard/mouse). Bell Industries technicians will be on site the morning of the move and will relocate only those items that are tagged. Once systems have been relocated and returned to service, it will be your responsibility to sign Bell Industries paperwork verifying completion of their work. If you will not be available, please assign a PM representative to sign in your behalf. Only PM employees (red badge) will be authorized to sign the paperwork critical to PM inventory tracking records.



Desks, Lateral and Pedestal Files: Remove all contents and place in boxes. Leave unlocked, and leave keys in drawer.

Libraries, Work Areas, Coffee Areas Etc.: Items in common areas which serve your department need to be boxed for removal by the furniture installers. Please assist your fellow employees in packing these areas. The PM Project Scheduler will review these areas with the occupants.



Absent Cubicle Occupant or Vacant Cubicles: If you or a fellow employee will not be available to pack belongings prior to the installation, please make arrangements with someone in your department to pack for you. If there are items located in a vacant cubicle and you cannot locate the owner, please notify the Project Scheduler, Mike Cashion, 274-4054.

Completion: When you have completed your unpacking, place the boxes outside of your cubicle for pickup by others.

Keys: LEAVE ALL KEYS IN YOUR DESK DRAWER.



If you have questions or concerns regarding this project, please contact any of the following team members:

Philip Morris Space Planning & Logistics:

Mike Cashion	44054
Bill Savage	44055

KSA Interiors Project Coordinators:

Beverly Cocke	42272
	527-0131
Kim Schoenadel	527-0131

Use WHITE
labels for
boxes.

Use
ORANGE
labels for
Computer/
Telephone
Equipment.